

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Community Liaison

Revision Date: 08/2014

EEO Category: Admin.

Status: Non-Exempt

Control No: 70305

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 3 position under direct supervision of the CAO or his or her designee, responds to citizen concerns and inquiries, gathers information from citizens, and assists Community Coordinators in their efforts to communicate with residents in their neighborhoods. This position is hired under a formal written agreement for a defined time period. Renewal of the contract is dependent upon continuation of funding.

III. Essential Duties:

- Receive citizen complaints and/or general information calls and emails.
- Complete neighborhood interviews and report back to the CAO and Mayor.
- Arrange for follow up with city departments to address citizen concerns and questions.
- Assist in the preparation required for Community Coordinator workshops.
- Assist in the communication with the Community Coordinators.
- Support the efforts of the Community Action Team.
- Attend Community Action Team meetings, take notes, and follow up with team members.
- Assist the Sr. Advisor to the Mayor in projects and information gathering.

IV. Marginal Duties:

- Assist in the coordination of city and neighborhood projects as needed.
- Perform other duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent.

Experience: Two years prior experience in job-related activities, including neighborhood interviews or citizen correlation activities with demonstrated competence.

License/Certification: A valid Utah Driver's License is required during all periods of employment.

Probationary Period: Not Applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105 (1)(a).

Knowledge of: Correct English usage, spelling, vocabulary; and arithmetic; general office practices, procedures and equipment; basic Planning practices and policies; knowledge of municipal zoning and property maintenance regulation is highly desirable.

Responsibility for: Great responsibility for the care, condition, and use of materials and for making decisions affecting the activities of other people; putting hostile and upset people at ease and directing them to the proper person who can assist them.

Communication Skills: Ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; constant contact with the public; frequent contacts involving the carrying out of programs and schedules.

Tool, Machine, Equipment Operation: Requires regular use of computer databases, printer, copier, fax machine, and telephone system.

Analytical Ability: Communicate effectively both verbally and in writing; prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; will work independently on assigned projects involving simple research, data collection and report preparation.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit, stand, and walk for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in an office setting and frequently outdoors with long periods of time exposed to the elements. Employee will drive frequently and will be required to appropriately and legally operate a vehicle. Great mental effort is required daily; frequent exposure to stress caused by citizen complaints and multiple, simultaneous demands associated with deadlines of projects and with planned events; occasional evening and weekend work is required; requires constant contact with the general public and with City employees including, the Mayor, City Council, and Department Heads.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____